

# METROPOLITAN DADE COUNTY

## Fiscal Year Closing Petty Cash - Change Funds

The Petty Cash and Change Funds form is to be filled out and returned listing each location. **NO PETTY CASH FUND WILL BE REPLENISHED IF THIS FORM IS NOT ON FILE WITH THE FINANCE DEPARTMENT.**

The Petty Cash Fund must be found at the location indicated below so that it can be verified by auditing teams. This authorization, unless changed due to employee transfers, terminations or a reassignment of duties, will be effective for the fiscal year 2003-04.

This form must be returned to the Finance Department no later than September 26, 2003. Send form to Jose Fernandez, Finance Department, 111 N.W. 1st Street, Suite 2620.

FAMIS  
Name                      No.

Dept. \_\_\_\_\_ Prepared by: \_\_\_\_\_

Div. \_\_\_\_\_ Title: \_\_\_\_\_

Fund \_\_\_\_\_ Phone Number: \_\_\_\_\_

<u>Location</u>	<u>Custodian</u>	<u>Petty Cash Amount</u>	<u>Change Fund Amount</u>	<u>Total</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\* Changes in name of custodian should be reported in the "Petty Cash Action Request" form (included in the package) only if the custodian has changed. (This change will be reflected in the official Famis records). The custodian of the Petty Cash Fund should not be the person authorizing the disbursement of funds.

Approved: \_\_\_\_\_  
Department Director